

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-214	Page: 1	of: 2
Title: General Examination Retest Policy Guidelines		
Regulatory Authority: 12VAC5-31-1530		
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- A. **Retest Period Allowed** - Candidates failing to achieve a minimum passing score on any state administered written and/or practical examinations must retest within 90 days from the original exam date to avoid any additional required training per Section C below.
- B. **Retest of Failed Exam(s)** - Candidates failing one or more stations of the practical but passing the written examination are not required to repeat a successful written examination of a testing series. Likewise, a Candidate failing the written examination would not be required to repeat a successful practical examination of a testing series.
- C. **Failure of Retest** - If any retest is failed or a retest is not taken within the allowed 90 day retest period the Candidate will be considered to have failed the initial testing series and must complete secondary eligibility before secondary certification testing may be attempted.
- D. **Secondary Certification Testing Eligibility Requires:**
 1. Satisfaction of all requirements as set forth in the minimum continuing education requirements for the corresponding recertification CE program for the level being tested.
 - a. This training may not include any course or program completed before the initial series of testing.
 - b. May include those CE hours completed after the initial certification examination has been attempted.
 - c. This training must be submitted on CE cards.
 2. Receive written notification from the Office of eligibility for secondary certification testing.
- E. **Secondary Certification Testing** - Upon notification of eligibility to test from the Office, a Candidate who has previously failed a written and/or practical retest will be allowed one (1) additional series of testing.
 1. Candidates attempting a second series of testing are required to successfully complete both the written and practical examinations, regardless of the results of the previous testing attempts.

2. This requirement for successful completion of both the written and practical examinations will apply equally to initial, recertification, and reentry Candidates who have failed a previous series of testing.
3. All requirements of Sections **T-205**, **T-230**, **T-235** and **T-240** will apply to the second series of testing.

- F. **Secondary Certification Retest Failure** - Failure of any retest during the second series of testing will require the Candidate to complete an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level.
- G. **Maximum Allowed Testing Period** - The requirements of this section including initial and secondary certification testing series must be completed within twelve (12) months from the date of the initial certification test attempt (i.e.: first test date). Failure to complete this process within this twelve (12) month period will require the Candidate to repeat an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level
- H. **Future Training Course Attendance** – Future testing of Candidates required to complete an entire initial basic training program under Sections F or G above, will be processed in the same manner as any Candidate completing a similar course for the first time.